

**Official Transcript Request Process
Chengdu American Center for Study Abroad**

A transcript is an official complete, legal, permanent academic record. **Transcripts must be ordered directly from g-MEO. Transcript requests will be not be granted for individuals who still have an outstanding debt to g-MEO.**

An official g-MEO Chengdu American Center for Study Abroad (via Sichuan University) transcript is a complete academic record of all course work at the Center. Official transcripts include the signature of Sichuan University, the date of issue and the seal of the University.

Students may order as many transcripts as they wish. Payment can be made via check or via wire transfer using the information below. Transcript orders can be tracked online using a tracking number. A signed consent form is required to process a transcript request. A transcript request is non-refundable once the consent form is signed. The following fees are associated with transcript requests.

- Transcript Fee per Copy - \$10 USD
- Fax Delivery - \$12.00 (note that faxed transcripts are not considered official)
- Regular Delivery (5-7 Days) - \$40 USD
- Express Delivery (3-5 Days) - \$60 USD

Send Checks To:

Global Maximum Educational Opportunities, Inc.
Office of Student Accounts Receivable
32 Broadway, Suite 1701
New York, NY 10004

Wire Transfer Information

Account Number: 8646003478
Routing Number: 026013796
Bank Name: East West Bank
Account Name: Global Maximum Educational Opportunities, Inc.
Bank Address: 41-80 Main Street, Suite 104, Flushing, New York, 11355

**Send remittance information to Wen.Wang@g-MEO.com. Please reference invoice number.*

**Official Transcript Request Process
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Consent Form**

I hereby request an official transcript from the g-MEO Chengdu American Center for Study Abroad.

Name: _____

Signature: _____

Date: _____

Number of Transcripts: _____

Please fill in the exact address for where the transcript/s should be sent.

Transcript #1

Street Address: _____

City: _____

State: _____

Zip Code: _____

Transcript #2 (if applicable)

Street Address: _____

City: _____

State: _____

Zip Code: _____